

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New Contract
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. CA7959-3/11-3
 Re-Bid
 Other
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: **RQID1700108**
 TERM OF CONTRACT: **60 MONTHS / 60 MONTHS**

Requisition /Project Title: **PROCESS CONTROL & INSTRUMENTATION EQUIP, PARTS & SERVICES - Prequalification**

Description: This Request to Qualify (RTQ) will establish a pool of pre-qualified vendors for future pricing competition for the purchase of OEM process control and instrumentation (PCI) equipment, parts and accessories AND services to include OEM repairs, inspection, testing and calibration of PC equipment for the Miami Dade County.

Issuing Department: **WASD**
 Contact Person: **Susan Pascul**
 Phone: **(786) 552-8254**

Estimate Cost: **\$2,350,000.00**
 GENERAL FEDERAL OTHER
 Funding Source:

ANALYSIS

Commodity Codes: **730-54** **175-08** **906-08** **968-48** **925-57**

Contract/Project History of previous purchases three (3) years
 Check here if this is a new contract/purchase with no previous history.

EXISTING 2ND YEAR 3RD YEAR

Contractor: **Multiple Vendors**

Small Business Enterprise:

Contract Value:

Comments:

Continued on another page (s): Yes No

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE			X	

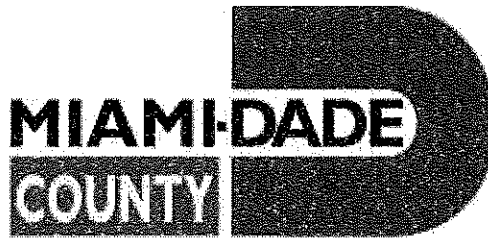
Basis of recommendation: **Market Research identified several vendors who can provide the required goods/services to perform these services. If competition yields any SBE vendors who meet the specified qualifications, Bid Preference is recommended.**

Signed: **Shereece George**
 Date sent to SBD: **6/14/2017**
 Date returned to DPM:

Solicitation RTQ-00620

**PROCESS CONTROL AND INSTRUMENTATION (PCI)
EQUIPMENT, PARTS, AND SERVICES**

Solicitation Designation: Public



Miami-Dade County

Solicitation RTQ-00620
PROCESS CONTROL AND INSTRUMENTATION (PCI) EQUIPMENT, PARTS, AND SERVICES

Solicitation Number RTQ-00620
 Solicitation Title PROCESS CONTROL AND INSTRUMENTATION (PCI) EQUIPMENT, PARTS, AND SERVICES

Solicitation Start Date In Held
 Solicitation End Date Jul 14, 2017 6:00:00 PM EDT

Solicitation Contact Shereece George
 Procurement Contracting Officer 1
 ISD, Procurement Management services
 305-375-3421
 Sgeorge@miamidade.gov

Solicitation Contact Celeste Walker
 305-375-2103
 cewalk@miamidade.gov

Solicitation Contact Lashonne Williams-Canty
 Procurement Contracting Officer 1
 ISD - Procurement Management Services
 305-375-5650
 Lashonne.Williams-Canty@miamidade.gov

Contract Duration **See Bid Documents**
 Contract Renewal See Bid Documents
 Prices Good for **See Bid Documents**

Solicitation Comments **This Request to Qualify (RTQ) will establish a pool of pre-qualified vendors for future pricing competition for the purchase of OEM process control and instrumentation (PCI) equipment, parts and accessories AND services to include OEM repairs, inspection, testing and calibration of PC equipment for the Miami Dade Water and Sewer Department (WASD).**

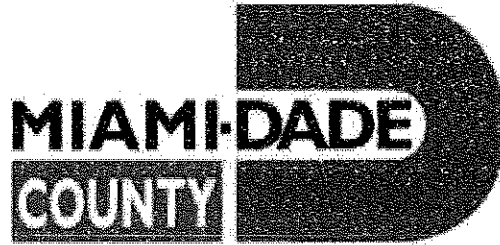
Item Response Form

Item RTQ-00620--01-01 - Process Control & Instrumentation (PCI) Equipment, Parts and Services
 Quantity **1 each**
 Prices are not requested for this item.
 Delivery Location **Miami-Dade County**
Miami-Dade County
 111 NW 1 Street
 Suite 1300
 Miami FL 33128
Qty 1

Description

See attached Minimum Qualification Criteria

SOLICITATION NO.: RTQ-00620
PROCESS CONTROL AND INSTRUMENTATION (PCI) EQUIPMENT, PARTS, AND SERVICES
Jul 14, 2017



MIAMI-DADE COUNTY, FLORIDA
R E Q U E S T T O Q U A L I F Y

TITLE:
PROCESS CONTROL AND INSTRUMENTATION (PCI) EQUIPMENT, PARTS, AND SERVICES

FOR INFORMATION CONTACT:
Shereece George 305-375-3421 Sgeorge@miamidade.gov

IMPORTANT NOTICE TO BIDDERS/PROPOSERS:

- **READ THE ENTIRE SOLICITATION DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- **THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.**
- **FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER YOUR PROPOSAL NON-RESPONSIVE.**

**GENERAL TERMS AND CONDITIONS:**

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These general terms and conditions are considered non-negotiable.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r16-3.pdf>

NOTICE TO ALL BIDDERS/PROPOSERS:

Electronic bids are to be submitted through a secure mailbox at BidSync (www.bidsync.com) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at www.bidsync.com within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

Please allow sufficient time to complete the online forms and upload of all proposal documents. Bidders/Proposers should not wait until the last minute to submit a proposal. The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into BidSync before the closing time or the system will stop the process and the response will be considered late and will not be accepted.

PLEASE NOTE THE FOLLOWING:

No part of your proposal can be submitted via **HARDCOPY, EMAIL, OR FAX**. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal response must be submitted in accordance

with all specifications contained in the solicitation electronically.

SOLICITATION TITLE: PROCESS CONTROL and INSTRUMENTATION (PCI) EQUIPMENT, PARTS, ACCESSORIES AND SERVICES – PREQUALIFICATION

SOLICITATION NO. RTQ-

SECTION 2 – SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a pool of pre-qualified vendors for future pricing competition for the purchase of OEM process control and instrumentation (PCI) equipment, parts and accessories AND services to include OEM repairs, inspection, testing and calibration of PC equipment for the Miami Dade Water and Sewer Department (WASD). Entry into the pre-qualification pool is not a contract between MDC and any member of the pool, but rather is an acknowledgement that the pool member satisfies the pre-qualification criteria set forth below for membership in the pool. Pre-qualified vendors will be invited to participate in future spot market competitions. The pool shall remain open for the term of the RTQ, enabling vendors to qualify at any time after the initial RTQ opening date.

2.2 TERM

The pre-qualification pool will begin on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Services Division, and contingent upon the completion and submittal of all required RFQ documents. The pre-qualification pool shall expire on the last day of the last month of the sixty (60) month period.

2.3 METHOD OF AWARD

All responsive, responsible vendors who meet the qualification criteria set for in the solicitation shall to be qualified to participate in future competition. All pre-qualified vendors in each Group will be categorized according to the manufacturers they represent. The pre-qualified vendors will be solicited to participate in spot market quotes by the County on an as needed basis. The qualifying groups are as follows;

- Group A: PCI Units, parts and accessories
- Group B: Repair, testing, and calibration of PCI equipment

2.4 QUALIFICATION CRITERIA

1. Provide a list of the firm's key personnel, competent company representatives authorized to discuss matters pertaining to the contracted products, who can provide manufacturing information, and who are cognizant of the industry and industry standards.
2. Provide contact information to include name of contact, email address, phone number for Primary (required) and Secondary (optional) Staff within your company who will be responsible for coordination and execution of orders and deliveries.
3. Provide current letters from the PCI manufacturers, on the manufacturer's letterhead, designating the qualified vendor as the manufacturer, an agent, a dealer, a representative or a distributor of the OEM and/or 'equal to' parts and accessories proposed to the County. Direct manufacturers shall provide manufacturer website and/or product catalog. The letter shall be dated within six (6) months of the bid submittal and it shall be signed by an authorized manufacturer's representative. All manufacturer letters must indicate the vendors' ability to furnish PCI units, parts, and/or accessories in whole or in part to determine the qualifying Group.

SOLICITATION TITLE: PROCESS CONTROL and INSTRUMENTATION (PCI) EQUIPMENT, PARTS, ACCESSORIES AND SERVICES – PREQUALIFICATION

SOLICITATION NO. RTQ-

4. Provide three (3) references. These references must be from customers for whom the qualified vendor has successfully provided water meters, parts and/or accessories.

2.5 COMPLIANCE WITH FEDERAL STANDARDS

All items to be purchased under this solicitation shall be in accordance with all applicable governmental standards, to include, but not limited to those issued by the American National Standards Institute (ANSI), the American Society for Testing and Materials (ASTM), the American Water Works Association (AWWA), the Environmental Protection Agency (EPA), the Instrument Society of America (ISA), the International Standards Organization (ISO), the National Fire Protection Association (NFPA), the National Institute of Safety Hazards (NIOSH), the National Sanitation Foundation (NSF), and the Occupation Safety and Health Administration (OSHA). It shall be the responsibility of the awarded vendors to be regularly informed to conform to any changes in standards issued by any regulatory agencies that govern the commodities or services applicable to this solicitation during the term of the contract.

It shall be the responsibility of all prequalified bidders to be regularly informed and to conform to any changes in standards issued by any regulatory agencies that govern the commodities during the term of any contract resulting from this solicitation.

2.6 ACCEPTANCE OF PRODUCT BY THE COUNTY

The product(s) to be provided hereunder shall be delivered to the County. The qualified vendor agrees to furnish and/or service all products of the specified manufacturer or authorized 'Equal To' (listed in Section 3 of this solicitation). Any products provided as 'an equal' must meet the technical specifications listed in Section 3 of this solicitation and be authorized by a County representative. 'Equal To' products will must meet the same specifications requested by the County, and will be subject to inspection and testing. If a qualified vendor-provided product is determined not to meet the specifications and requirements of this contract, either prior to acceptance or upon initial inspection or testing, the item will be returned to the qualified vendor, at qualified vendor's expense. The qualified vendor shall be responsible for arranging all shipping or pickup and bare all costs incurred.

2.7 MATERIAL SAFETY DATA SHEETS (MSDS)

The vendor shall be responsible for having a current MSDS for any chemical that is brought onto any County facility or grounds for the purpose of providing services under this contract (ref. OSHA Standard CRF 1910.1200). A copy of this MSDS shall be given to the County staff person prior to using the chemical. Removal and proper disposal of all material, including but not limited to oil, coolant, fluids and parts, shall be the responsibility of the vendor.

2.8 PATENTS AND ROYALTIES

The vendor, without exception, shall indemnify and save harmless the County and its employees from liability of any nature or kind, including cost and expenses for, or as a result of, any copyrighted, patented, or unpatented invention, process, or article manufactured by the vendor. The vendor has no liability when such claim is solely and exclusively due to the combination, operation, or use of any article supplied hereunder with equipment or data not supplied by vendor, or is based solely and exclusively upon the County's alteration of the article. The purchaser will provide prompt written notification of a claim of copyright or patent infringement. Further, if such a claim is made or is pending, the vendor may, at its option and expense, procure for the

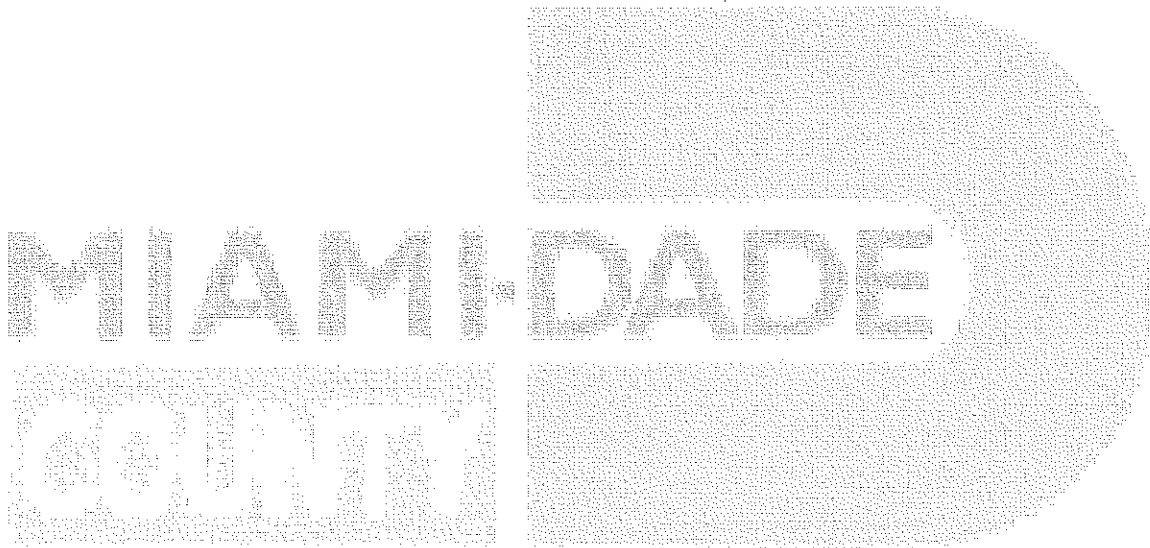
SOLICITATION TITLE: PROCESS CONTROL and INSTRUMENTATION (PCI) EQUIPMENT, PARTS, ACCESSORIES AND SERVICES – PREQUALIFICATION

SOLICITATION NO. RTQ-

purchaser the right to continue use of, replace or modify the article to render it non-infringing. (If none of the alternatives are reasonably available, the County agrees to return the article on request to the contractor and receive reimbursement, if any, as may be determined by a court of competent jurisdiction.) If the vendor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the contract prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

2.9 ACCIDENT PREVENTION AND REGULATIONS

Precautions shall be exercised at all times for the protection of persons and property. All vendors performing services under this contract shall conform to all relevant Occupational Safety and Health Administration (OSHA), State, and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible vendor. Barricades shall be provided by the vendor when work is performed in areas traversed by persons, or when deemed necessary by the County project manager.



SOLICITATION TITLE: PROCESS CONTROL and INSTRUMENTATION (PCI) EQUIPMENT, PARTS, ACCESSORIES AND SERVICES – PREQUALIFICATION

SOLICITATION NO. RTQ-

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

Pre-qualified vendors will participate in Spot Market Purchases for the acquisition of new Process Control Instrumentation Equipment (PCI) units, parts and accessories and services to include: repair, calibration, inspection and testing for various types of process control and instrumentation equipment.

3.2 GOODS TO BE PURCHASED

The Water and Sewer department utilizes various types of instrumentation, flow transfer, and control devices.

A. Instrumentation, Labware, Test, and Measurement Equipment

To include devices used to test, analyze, control, calibrate, display and record data in laboratory and other testing situations. The major families within this category are analytical instruments, chromatography instruments, environmental instruments, lab and test equipment, multi-meters and electrical/electronic test meters, process controllers, product and material testers, panel meters, records and loggers, sample preparation and wet chemical analysis, separation devices, sensing and measurement instruments, spectrometers and analytical photometers, and water quality instruments.

B. Flow Transfer, Measure and Control Devices

To include: Flow tubes, open flumes and weirs, orifice plates, weights and scales and associated equipment and accessories such as controllers, sensors, detectors,, valves, positioners, transducers, conditioners, regulators, switches, manometers, and gages designed, engineered and used to monitor, measure, test, record, analyze, detect and/or display liquid and/or gas flow data.

1. Flow Measure Devices – Category includes: Acoustic, optic, electrical, electronic, electromagnetic, transit-time, pneumatic, electromechanical and mechanical.
2. Switches – Category includes: Pushbutton, rotary and toggle, DIP switches, keypads, multiple entry and key lock designs.
3. Flow Meters – Category includes: Gas flow meters and liquid flow meters

3.3 GROUP 1 – OEM AND 'EQUAL TO' EQUIPMENT, PARTS, AND ACCESSORIES

Pre-qualified vendors will be included in Spot Market quotations for the purchase of OEM and/or 'Equal To' PCI equipment, parts and accessories. The bidders shall list in their bid submittal forms, only those manufacturer's brands which they have verifiable experience (as listed in Section 2.4 in this solicitation).

3.4 GROUP 2 – SERVICES: REPAIRS, INSPECTION, TESTING AND CALIBRATION OF EQUIPMENT

Pre-qualified vendors will be included in Spot Market quotations for services to include repairs, inspections, testing and calibration of proposed manufactured equipment. The bidders shall list in their bid submittal forms, only those manufacturer's brands which they have verifiable experience (as listed in Section 2.4 in this solicitation).

3.5 MANUFACTURERS

The following is a representative listing of the manufacturers' equipment presently in use by the Miami-Dade Water and Sewer Department. This list is neither exclusive nor complete. The County reserves the right to

SOLICITATION TITLE: PROCESS CONTROL and INSTRUMENTATION (PCI) EQUIPMENT, PARTS, ACCESSORIES AND SERVICES – PREQUALIFICATION

SOLICITATION NO. RTQ-

add or delete manufacturers from this group as it deems necessary and in its best interest during the term of the contract.

- | | | |
|----------------------------------|---------------------------|-----------------------------------|
| • ABB INSTRUMENTS, INC. | • FLUKE MULTIMETER | CONTROLS |
| • ACTION INSTRUMENTATIONS | • FUTURE HEALTH CONCEPTS | • PARKER HANNIFIN |
| • ACTIONPAC | • G. E. F ANUC | • PEABODY BARNES |
| • ALLEN-BRADLEY | • HACH COMPANY | • PERKIN ELMER INSTRUMENTS |
| • AMERICAN SIGMA | • HONEYWELL | • SYSTEMS |
| • AMETEK | • INDUSTRIAL SCIENTIFIC | • PROMINENT FLUID CONTROLS |
| • ANTX | • INNOVATIVE TECHNOLOGY | • PENNY GILES |
| • AUMA | • INELTEC | • PHOENIX CONTACT |
| • ASHCROF | • ISCO | • PRIMARY FLOW SYSTEMS |
| • BANDICATOR | • JAMEBURG | • REXA |
| • BADGER METER | • JACUZZI | • RONAN |
| • BAILEY-FISCHER & PORTER | • JMS | • ROSEMOUNT |
| • BELLO FRAM | • KOBOLD INSTRUMENTS INC. | • RMI, ROCKY MOUNTAIN INSTRUMENTS |
| • BENTLEY NEVADA | • KRONE (MAG METER) | • RODNEY HUNT |
| • BEST POWER | • KURZ | • SENSYCOM |
| • BETA | • LEEDS & NORTHUP (BIF) | • SHIMADZU SCIENTIFIC INSTRUMENTS |
| • BK PRECISION | • LACHAT INSTRUMENTS | • SIEMENS |
| • CAPITAL CONTROLS | • MED REP | • SOLA |
| • CASHCO | • LIMITORQUE | • SQUARE-D |
| • CHESSELL | • MAGNETROL | • SENSOTEC INC |
| • CONSILIUM METRITAPE | • MASONEILAN | • SOR |
| • DETRONICS | • MCDANIEL | • TRANSCOIL |
| • DRAGER | • MGD | • TOSHIBA INSTRUMENTS |
| • DIGITAL CONTROL CORPORATION | • MIGHTY MODULE | • THIHEDRAL ENGINEERING |
| • DIONEX CORPORATION | • MID WEST INSTRUMENTS | • TRANSMATION |
| • EPPENDORF | • MSA INSTRUMENTS | • TURBO-WERKS |
| • EASTECH-BADGER | • MILL TRONICS | • UNITED ELECTRIC |
| • ELSAG-BAILEY | • MOORE PRODUCTS | • UNIVERSAL FLOW MONITORS |
| • EDCO | • NELES JAMESBURY | • VALEK |
| • EUROTHERM | • OMEGA | • WESCHLER INSTRUMENTS |
| • ENDRESS & HAUSER | • O.I. ANALYTICAL | • WORCESTOR |
| • FAIRCHILD INDUSTRIAL PRODUCTS | • ORION | • YELLOW SPRINGS INSTRUMENTS |
| • FISCHER & PORTER | • OMRON | |
| • FLUID COMPONENTS INTERNATIONAL | • PANALARM | |
| • FLUID ISOLATION TECHNOLOGY | • PANAMETRICS INC | |
| | • POWERS PROCESS | |

SOLICITATION TITLE: PROCESS CONTROL and INSTRUMENTATION (PCI) EQUIPMENT, PARTS, ACCESSORIES AND SERVICES – PREQUALIFICATION

SOLICITATION NO. RTQ-

3.6 DATA CONFIDENTIALITY

All financial, statistical, personnel and technical data supplied by the County to the vendor(s) are confidential. The vendor(s) are required to use reasonable care to protect the confidentiality of such data. Any use, sale or offering of this data in any form by the vendor(s), or any individual or entity in the vendor's charge or employ, will be considered a violation of this contract and may result in contract termination and the vendor's suspension or debarment from County contracting. In addition, such conduct may be reported to the County's Inspector General for possible criminal prosecution.

3.7 SECURITY

Vendor's personnel working on-site at any County facility must be full-time or contracted employees of the awarded vendor and have photo identification prominently displayed at all times. The photo identification must contain the employee's full name, the awarded vendors' official logo or name, occupational license number, and a unique employee identification number.

3.8 MAINTENANCE, REPAIR AND TRAINING

The awarded vendor shall be responsible for providing full service, factory authorized maintenance, repair and training (if required) for all equipment, devices and/or systems proposed under this solicitation. In addition, the vendor shall be able to provide, on an as needed basis, factory authorized technicians to perform on-site work. Process control instruments, materials, and equipment shall be maintained in strict accordance with the manufacturer's recommendations as contained in the Operations and Maintenance manuals generally available from the OEM. For this reason, the County may determine that it needs an awarded vendor to establish an ongoing on-site Maintenance Plan for services and products. In this event all awarded vendors for the affected equipment will be invited to submit proposals for such services and products. The awarded vendor shall provide a full maintenance schedule detailing the work to be performed, including schedules for calibration, and a preventative maintenance schedule for all instruments, controls and electrical systems in accordance with equipment manufacturer's recommended practices. The County reserves the right to negotiate prices, however, all terms and conditions outlined within this solicitation will apply to any and all ancillary work scopes authorized under this contract.

3.9 REGULATORY REPORTING SERVICES

The awarded vendor shall prepare, sign, and be responsible for, as the authorized, certified, and licensed (OEM) service provider, all reports and forms required by any regulatory agency(ies). Complete and accurate records of all tests and results of such tests shall be maintained by the vendor or manufacturer and provided to the authorized County representative.

3.10 CALIBRATION TRACEABILITY

In the event the County requires a certificate of calibration, it shall be provided by the vendor which must be traceable to the National Institute of Standards and Technology (NIST) or other recognized and approved standards to include, but is not limited to, the American National Standards Institute (ANSI), the American Association for Laboratory Accreditation (A2LA), and the International Engineering Consortium (IEC). Copies of the applicable documents shall be made available to the County upon request. It shall be the responsibility of all awarded vendors to be regularly informed and to conform to any changes in standards issued by any regulatory agencies that requires certificates of calibration during the term of the contract.

SOLICITATION TITLE: PROCESS CONTROL and INSTRUMENTATION (PCI) EQUIPMENT, PARTS, ACCESSORIES AND SERVICES – PREQUALIFICATION

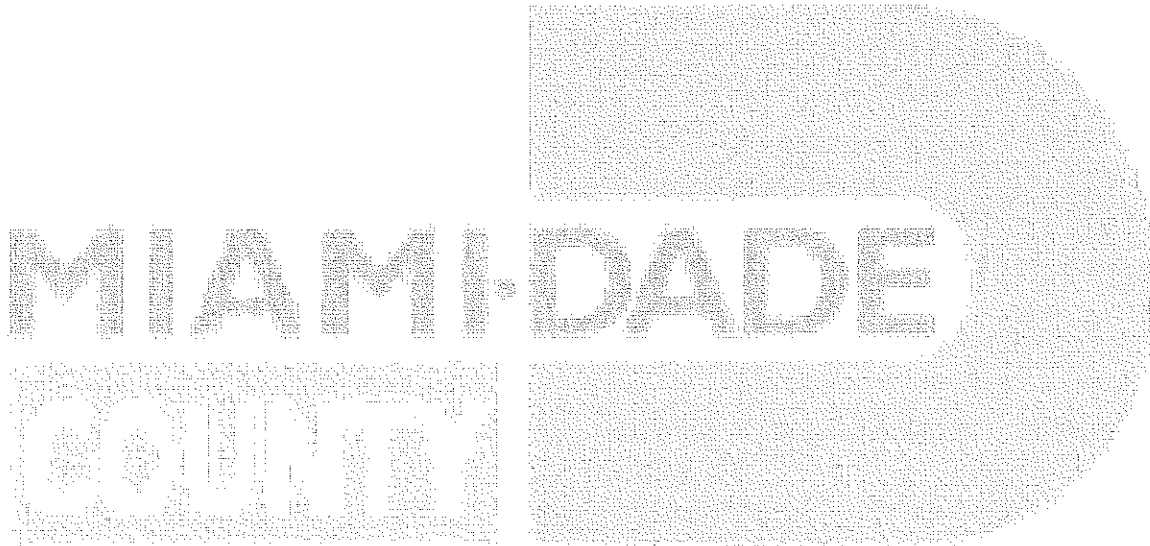
SOLICITATION NO. RTQ-

3.11 EQUIPMENT FAILURE

Should the County require on site services, the vendor shall make every effort to ensure that the equipment or system is left in operating condition. Should repairs performed by the vendor result in equipment or system failure, the vendor shall, within one (1) hour, inform the County authorized representative of the anticipated length of downtime. The vendor shall make every effort to expedite repairs to minimize the downtime.

3.12 SYSTEM TESTING

Should the County require on site services, (upon completion of all repairs, calibration, system start up and checkout procedures, and while the systems are in a "normal operating" condition), the vendor and authorized County staff shall jointly demonstrate system performance to determine that the equipment operates properly and is acceptable. If control system loop checks are required, proper operation of the system loop shall be verified by operating all devices in the loop. Any failures shall be deemed as not meeting OEM requirements and shall require retesting and return of the equipment to the vendor for further evaluation.



SOLICITATION TITLE: PROCESS CONTROL and INSTRUMENTATION (PCI) EQUIPMENT, PARTS, ACCESSORIES AND SERVICES – PREQUALIFICATION

SOLICITATION NO. RTQ-

ATTACHMENT A

VENDOR DATA SHEET

The number of years your firm has been performing the proposed service(s): _____.

The Location of the vendor's office responsible for managing this contract. Include the name of the individual to be contacted for service, parts or any information related to the brand for which it proposed.

Name: _____ Office telephone: (_____) _____

Address: _____

Name(s) and telephone number(s) of persons to be contacted if problems or after-hours emergencies occur. Access must be twenty-four (24) hours per day.

(1) Name: _____

Telephone Numbers: Work: (_____) _____ Home: (_____) _____

(2) Name: _____

Telephone Numbers: Work: (_____) _____ Home: (_____) _____

Type of equipment, parts or service which you will be providing on your selected brand(s)

- | | | | |
|--------------------------|---------------|--------------------------|------------------|
| <input type="checkbox"/> | Flow | <input type="checkbox"/> | Temperature |
| <input type="checkbox"/> | Pressure | <input type="checkbox"/> | Level |
| <input type="checkbox"/> | Concentration | <input type="checkbox"/> | Density |
| <input type="checkbox"/> | Weight | <input type="checkbox"/> | Other (Describe) |

This attachment must be submitted with your bid submittal

SOLICITATION TITLE: PROCESS CONTROL and INSTRUMENTATION (PCI) EQUIPMENT, PARTS, ACCESSORIES AND SERVICES – PREQUALIFICATION

SOLICITATION NO. RTQ-

GROUP 1

PURCHASE OF PCI EQUIPMENT, PARTS AND ACCESSORIES (Section 3.3)

Original Equipment Manufacturer OEM (as listed in Section 3.5)

*Please write in the manufacturer brand for which you are proposing on from section 3.5. You **must** also provide a discount for those brands ranging from, 0 to 100%.*

Manufacturer	Authorized/certified Dealer/distributor		Parts Discount	Unit/equipment Discount
	Yes	No		
_____	Yes _____	No _____	_____ %	_____ %
_____	Yes _____	No _____	_____ %	_____ %
_____	Yes _____	No _____	_____ %	_____ %
_____	Yes _____	No _____	_____ %	_____ %
_____	Yes _____	No _____	_____ %	_____ %

"Equal To"

*Please write in the OEM brand (top) and "Equal To" (just below) for each proposed brand. You **must** also provide a discount for those brands ranging from, 0 to 100%.*

Manufacturer	OEM Manufacturer	Parts Discount	Unit/equipment Discount
_____	_____	_____ %	_____ %
_____	_____	_____ %	_____ %
_____	_____	_____ %	_____ %
_____	_____	_____ %	_____ %

Discounts will apply to latest manufacturer's list price.

Have you included **all** documentation as stated in the vendor's requirements for this group in your proposal? Yes _____ No _____

You may make copies of this sheet and attach to your proposal in case more space is needed when proposing for several brands.

SOLICITATION TITLE: PROCESS CONTROL and INSTRUMENTATION (PCI) EQUIPMENT, PARTS, ACCESSORIES AND SERVICES – PREQUALIFICATION

SOLICITATION NO. RTQ-

GROUP 2

**SERVICE: AUTHORIZED and/or CERTIFIED REPAIRS, INSPECTIONS, TESTING and CALIBRATION
(Section 3.4)**

Original Equipment Manufacturer OEM (as listed in Section 3.5)

Please write in the manufacturer brand for which you are proposing on from section 3.5

Manufacturer	Authorized/certified to service this manufacturer
_____	Yes _____ No _____
_____	Yes _____ No _____
_____	Yes _____ No _____
_____	Yes _____ No _____
_____	Yes _____ No _____

"Equal To"

**Please write in the OEM brand and "Equal To" (just below) for each proposed brand. You must also provide a discount for those brands ranging from, 0 to 100%*

Manufacturer	OEM Manufacturer	Authorized/certified to service this manufacturer
_____	_____	Yes _____ No _____
_____	_____	Yes _____ No _____
_____	_____	Yes _____ No _____
_____	_____	Yes _____ No _____
_____	_____	Yes _____ No _____

Discounts will apply to latest manufacturer's list price.

Have you included **all** documentation as stated in the vendor's requirements for this group in your proposal? Yes _____ No _____

You may make copies of this sheet and attach to your proposal in case more space is needed when proposing for several brands.



**Miami-Dade County
Procurement Management Services
Solicitation Submittal Form**

111 NW 1st Street, Suite 1300, Miami, FL 33128

Solicitation No. RTQ-00620		Solicitation Title: PROCESS CONTROL AND INSTRUMENTATION (PCI) EQUIPMENT, PARTS, AND SERVICES	
Legal Company Name (include d/b/a if applicable): <input style="width: 150px; height: 20px;" type="text"/>		Federal Tax Identification Number: <input style="width: 150px; height: 20px;" type="text"/>	
If Corporation - Date Incorporated/Organized: <input style="width: 150px; height: 20px;" type="text"/>		State Incorporated/Organized: <input style="width: 150px; height: 20px;" type="text"/>	
Company Operating Address: <input style="width: 280px; height: 20px;" type="text"/>		City <input style="width: 150px; height: 20px;" type="text"/>	State <input style="width: 50px; height: 20px;" type="text"/>
Remittance Address (if different from ordering address): <input style="width: 280px; height: 20px;" type="text"/>		City <input style="width: 150px; height: 20px;" type="text"/>	State <input style="width: 50px; height: 20px;" type="text"/>
Company Contact Person: <input style="width: 150px; height: 20px;" type="text"/>		Email Address: <input style="width: 150px; height: 20px;" type="text"/>	
Phone Number (include area code): <input style="width: 150px; height: 20px;" type="text"/>	Fax Number (include area code): <input style="width: 150px; height: 20px;" type="text"/>	Company's Internet Web Address: <input style="width: 280px; height: 20px;" type="text"/>	
<p>Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.</p> <p><input type="checkbox"/> Place a check mark here only if the Bidder has such conviction to disclose to comply with this requirement.</p>			
<p>LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that has a valid Local Business Tax Receipt, issued by Miami-Dade County; has a physical business address located within the limits of Miami-Dade County from which business is performed; and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.</p> <p><input type="checkbox"/> Place a check mark here only if affirming the Bidder meets the requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.</p>			
<p>LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION: For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County or Broward County in accordance with the Interlocal Agreement between the two counties.</p> <p><input type="checkbox"/> Place a check mark here only if affirming the Bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box) may render the vendor ineligible for the LHP.</p> <p style="text-align: center;">The address of the Locally-headquartered office is:</p> <input style="width: 280px; height: 20px;" type="text"/>			
<p>LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.</p> <p><input type="checkbox"/> Place a check mark here only if affirming the Bidder is a Local Certified Veteran Business Enterprise. A copy of the certification must be submitted with the bid.</p>			

SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (if Applicable)

A Small Business Enterprise (SBE) must be certified by Small Business Development for the type of goods and/or services the Bidder provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-3111 or access <http://www.miamidade.gov/smallbusiness/certification-programs.asp>. The SBE must be certified by the solicitation's submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract.

Is your firm a Miami-Dade County Certified Small Business Enterprise? Yes No

If yes, please provide your Certification Number:

SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST OR THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST:

By executing this bid through a duly authorized representative, the Bidder certifies that the Bidder is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the Bidder is unable to provide such certification but still seeks to be considered for award of this solicitation, the Bidder shall execute the bid response package through a duly authorized representative and shall also initial this space: . In such event, the Bidder shall furnish together with its bid response a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The Bidder agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the Bidder is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR A PERIOD OF ONE HUNDRED AND EIGHTY (180) DAYS FROM DATE SOLICITATION IS DUE.

WAIVER OF CONFIDENTIALITY AND TRADE SECRET TREATMENT OF BID

The Bidder acknowledges and agrees that the submittal of the Bid is governed by Florida's Government in the Sunshine Laws and Public Records Laws as set forth in Florida Statutes Section 286.011 and Florida Statutes Chapter 119. As such, all material submitted as part of, or in support of, the bid will be available for public inspection after opening of bids and may be considered by the County or a selection committee in public.

By submitting a bid pursuant to this solicitation, you agree that all such materials may be considered to be public records. The Bidder shall not submit any information in response to this Solicitation which the Bidder considers to be a trade secret, proprietary or confidential.

In the event that the Bid contains a claim that all or a portion of the Bid submitted contains confidential, proprietary or trade secret information, the Bidder, by signing below, knowingly and expressly waives all claims made that the Bid, or any part thereof no matter how indicated, is confidential, proprietary or a trade secret and authorizes the County to release such information to the public for any reason.

Acknowledgment of Waiver:

Bidder's Authorized Representative's Signature:

Date

Type or Print Name

Type or Print Title

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF THE BIDDER TO BE BOUND BY THE TERMS OF ITS OFFER. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY RESPONSE THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER TO THE TERMS OF ITS OFFER.

Bidder's Authorized Representative's Signature:

Date

Type or Print Name

Type or Print Title



FAIR SUBCONTRACTING PRACTICES

In compliance with Miami-Dade County Code Section 2-8.8, the Bidder/Proposer shall submit with the proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors.

NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

Signature

Date



SUBCONTRACTOR/SUPPLIER LISTING
 (Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)

Name of Bidder/Proposer: _____ FEIN No. _____

In accordance with Sections 2-8.1, 2-8.8 and 10.34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all Bidders/Proposers on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all Proposers on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The Bidder/Proposer who is awarded this contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The Bidder/Proposer should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract and sign the form below.

In accordance with Ordinance No. 11-90, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the recommended Bidder/Proposer demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the Bidder/Proposer shall be obligated to exercise diligent efforts to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract.

(Please duplicate this form if additional space is needed.)

Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplier/Materials/ Services to be Provided by Supplier	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)							
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other

Business Name and Address of First Tier Subcontractor/ Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/ Subconsultant	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)							
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other

Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to contracting department or on-line to the Small Business Development of the Internal Services Department at <http://www.miamidade.gov/businessdevelopment-contracts.asp>. As a condition of final payment, Bidder/Proposer shall provide subcontractor information on the Subcontractor Payment Report Sub 200 form which can be found at <http://www.miamidade.gov/business/library/forms/subcontractors-payment.pdf>.

I certify that the representations contained in this Subcontractor/Supplier listing are to the best of my knowledge true and accurate.

Signature of Bidder/Proposer _____ Print Name _____ Print Title _____ Date _____

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Miami-Dade County

Contractor Due Diligence Affidavit

Per Miami-Dade County Board of County Commissioners (Board) Resolution No. R-63-14, County Vendors and Contractors shall disclose the following as a condition of award for any contract that exceeds one million dollars (\$1,000,000) or that otherwise must be presented to the Board for approval:

- (1) Provide a list of all lawsuits in the five (5) years prior to bid or proposal submittal that have been filed against the firm, its directors, partners, principals and/or board members based on a breach of contract by the firm; include the case name, number and disposition;
- (2) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has defaulted; include a brief description of the circumstances;
- (3) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has been debarred or received a formal notice of non-compliance or non-performance, such as a notice to cure or a suspension from participating or bidding for contracts, whether related to Miami-Dade County or not.

All of the above information shall be attached to the executed affidavit and submitted to the Procurement Contracting Officer (PCO)/ AE Selection Coordinator overseeing this solicitation. The Vendor/Contractor attests to providing all of the above information, if applicable, to the PCO.

Contract No. : Federal Employer Identification Number (FEIN):

Contract Title:

Printed Name of Affiant Printed Title of Affiant Signature of Affiant

Name of Firm Date

Address of Firm State Zip Code

Notary Public Information

Notary Public -- State of _____ County of _____

Subscribed and sworn to (or affirmed) before me this _____ day of, _____ 20____

by _____ He or she is personally known to me _____ or has produced identification

Type of identification produced _____

Signature of Notary Public Serial Number

Print or Stamp of Notary Public Expiration Date Notary Public Seal